

# TEMPORARY EMPLOYEE REQUEST FORM

Department/College: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Prepared by: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor phone: \_\_\_\_\_  
Desired start date: \_\_\_\_\_ Approximate end date: \_\_\_\_\_  
Pay range: \_\_\_\_\_ Hours per pay (bi-weekly): \_\_\_\_\_  
Anticipated work schedule (i.e. M-F, 8-5): \_\_\_\_\_ Assignment location: (Building/Room #): \_\_\_\_\_

**REASON FOR REQUEST** (select one):

Other (Please Explain): \_\_\_\_\_

**WORK SKILLS REQUESTED** (select all that apply):

**Type of Role:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Skills Required:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

**Specific skills required (please describe):**

\_\_\_\_\_  
\_\_\_\_\_

Will this employee have contact with minors in this role?

If yes, please explain: \_\_\_\_\_

**Summary of duties to be performed and/or special requirements. Must provide 5 or more specific duties.**

I need the support of Talent Acquisition to recruit for this role. I have read the Temporary Employee Hiring Guide.

### For Human Resources Use Only

Finalist Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ Potential End Date: \_\_\_\_\_

Pay Rate: \_\_\_\_\_ Background check/PEBC Completed: \_\_\_\_\_

**IF TEMP AGENCY IS USED:**

Agency Name: \_\_\_\_\_ Recruiter Name: \_\_\_\_\_ Bill Rate: \_\_\_\_\_

Comments: \_\_\_\_\_